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## **Job Description**

### **Technical Regulatory Professional/Officer**

The National Communications Authority of Timor-Leste, formally Autoridade Nacional de Comunicações (ANC), is a statutory authority established by the Telecommunications Decree-law No. 15/2012 of 28 March 2012.

The ANC is seeking to employ a Technical Regulatory Professional/Officer. The technical regulatory officer will work under the guidance and direction of the Technical Director – Sector Regulation to undertake various technical regulatory tasks.

#### **A. Key Responsibilities**

The range of technical regulatory tasks includes licensing, certification, monitoring and compliance checks and enforcement in a number of areas such as radio spectrum management, numbering assignment, network interconnection, country code domain management and type approval.

More specifically, the technical regulatory officer will be required for carrying out the following tasks:

- Detecting and locating sources of interference;
- Detecting and locating unlicensed radio transmission;
- Mapping network coverage and spectrum occupancy;
- Measuring Quality of Service;
- Management of spectrum, numbers and domain names;
- Other duties may be assigned.

#### **B. Other Responsibilities**

- Promote the ANC's Code of Conduct and fulfill its requirements at all times;
- Provide a consistently high level of service to the ANC and its stakeholders in a prompt and pleasant manner;
- Apply the ANC's document control system to all documents;

- Maintain the highest ethical standards and confidentiality in dealing with ANC staff and stakeholders;
- Develop own skills and knowledge in order to better deliver administrative functions and duties and participate in the ANC business improvement and corporate development programs;
- Ensure effective use of relevant application software systems.

### **C. Reporting**

<b>Reports to:</b>	<b>Technical Director of ANC – Sector Regulation (National Communications Authority)</b>
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### **D. Selection Criteria and Desirable Qualities**

- Tertiary education in related areas of studies;
- Knowledge of radio-communications systems, spectrum management and spectrum management systems;
- Knowledge of telecommunications networks including broadband networks and the DNS system;
- Proven ability to read and write report papers;
- Ability to work individually and as a team member;
- Ability to work in multi-cultural environment;
- Understanding of ANC’s work and responsibilities;
- Good verbal and written language skills: Tetum, English and Portuguese (desirable);
- Be a citizen of Timor-Leste.